

Section 1

General Information

Phone Numbers to Remember

All-Terrain (ATV) Vehicle Information	573-526-3669
Dealer Title Information	573-526-1234
Dealer Registration Information	573-526-3669
Duplicate Title Information	573-526-3669
General Information	573-526-3669
Manufactured Home Title Information	573-526-3669
Marine Title Information	573-526-3669
MOZ/MOZA Number	573-526-3669
Lienholder Title Information	573-526-3669
Motor Vehicle Title Information	573-526-3669
Repossession Title Information	573-526-3669
Salvage Title Information	573-526-3669

All applications for title must be submitted to your local Department of Revenue (Department) field office (see your local directory for address information or visit <http://dor.mo.gov/offloc/> to find an office near you) or to the Motor Vehicle Bureau, P.O. Box 100, Jefferson City, Missouri 65105-0100. All applications must be accompanied by the:

- Assigned ownership document;
- State and local tax, if applicable; and
- Title fee and agent/processing fee.

If the vehicle is purchased on an out-of-state title, identification and odometer verification must to be obtained. See Section 2 of this manual for more information.

If you need forms (other than the [Form-108](#), *Application for Title or License* or [Form-5086](#), *Secure Power of Attorney*), please e-mail forms@dor.mo.gov, call (573) 526-3669, or send a written request including your business name and complete address to the following address:

Department of Revenue
Motor Vehicle Bureau
Attention: Supply Request
PO Box 100
Jefferson City, Missouri 65105-0100

Obtain the [Form-108](#) and [Form-5086](#) at the Missouri Auto Dealers Association (MADA) by ordering online at www.madastore.com, by calling 573-761-1020, or by written request to:

MADA SERVICES CORPORATION
PO Box 1309
Jefferson City, MO 65102

[Form-5086](#) forms are \$2.80 per package of 25. Payment may be made by credit card or check.

Top Ten Reasons Why Applications are Rejected

The following are the main reasons title applications are rejected by the Motor Vehicle Bureau. **Please be sure to complete all items on the title application.**

- Transactions that are incomplete or incorrect will be returned to the lienholder or applicant for correction.
1. Complete name and address, year, make, and vehicle identification number and purchase date must be shown on the application.
 2. Descriptive notarized lien release on the lienholder's letterhead or a *Notice of Lien, Lien Release, or Authorization to Add/Remove Name From Title* ([Form-4809](#)) must be submitted (must contain the year, make, vehicle identification number, lien release date, and signature of the authorized agent).
 3. The title application was not signed by at least one owner.
 4. Original Manufacturer's Statement of Origin or assigned title was not submitted.
 5. Type or hand write all applications so each copy of the application is legible.
 6. Ensure that the correct taxes and fees are submitted with each transaction. **DO NOT SEND CASH.**
 7. Remind customers that to avoid a title penalty they must submit their application for title and pay state and local taxes within 30 days of the purchase date for motor vehicles, trailers, all-terrain vehicles, and manufactured homes or within 60 days of the purchase date for vessels (watercraft) and outboard motors.
 8. Remind customers that a properly assigned ownership document must be obtained from the seller at the time of purchase.
 9. Ensure the assignment on the surrendered certificate of title or Manufacturer's Statement of Origin is complete by including the following:
 - The signature(s) of all owners on the face of the document;
 - The signature of at least one purchaser, if applicable;
 - The odometer reading, if applicable;
 - The purchase price;
 - The date of sale; and
 - The lien date and the lienholder name and address.
 10. When submitting a *Bill of Sale/Even- Trade Bill of Sale* ([Form-1957](#)) instead of a certificate of title for a vessel (watercraft) please ensure it contains a complete description of the unit, purchase price, date of sale, and purchaser's name and address.

Fee Charts

Title Fees	Motor Vehicle, ATV, Manufactured Homes, Trailers	Vessels (Watercraft)	Outboard Motors
Original	\$8.50	\$7.50	\$5
Duplicate	\$8.50	\$8.50	\$8.50
Non-Negotiable	\$8.50	N/A	N/A
Corrected	\$8.50	\$7.50	\$7.50
* Repossessed	\$10	\$10	\$10
* Mechanic Lien	\$10	N/A	N/A
* Salvage	\$8.50	N/A	N/A
Reconstructed	\$8.50	N/A	N/A
Motor Change	\$8.50	N/A	N/A
Special Constructed	\$8.50	N/A	N/A

* QUICK TITLE FEE - \$5 IN ADDITION TO REGULAR TITLE FEE. Your title will be processed in three to five working days.

Processing Fee

For each transaction processed there will be an additional \$2.50 **title** processing/agent fee and/or \$3.50 **registration** processing/agent fee and/ or \$2.50 **Notice of Lien** processing/agent fee.

Title Penalties

- Motor Vehicle/Trailer/ATV/Manufactured Home - purchaser has 30 days after the purchase date to apply for title. On the 31st day a \$25 penalty is assessed and \$25 for each 30-day period after that not to exceed \$200.
- Vessel (watercraft) or Outboard Motor - purchaser has 60 days after the purchase date to apply for title. On the 61st day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30.
- Documented Vessel – A Missouri resident has 30 days after the date the vessel was acquired to apply for registration. On the 31st day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30. A nonresident owner has 60 days after the date the vessel was acquired or brought into the state of Missouri. On the 61st day a \$10 penalty is assessed and \$10 for each 30-day period after that not to exceed \$30.

The Federal Drivers Privacy Protection Act (DPPA) requires the Department to restrict access to **personal information contained in all Department records**.

Personal information includes:

- Name;
- Address (excluding zip code);
- Photograph;
- Driver License Number;
- Social Security Number;
- Motor Vehicle sales/use tax information;
- Date of Birth;
- Height, Weight, Sex, and Eye Color; and
- Medical and Disability Information.

Requests for Records

Access DOR Records Online

A person or entity may only access the personal information if they are exempt under the Federal DPPA or they have obtained a signed, notarized consent form from the record holder. A notarized *Request from Record Holder* ([Form-4681](#)) may be used for this purpose. **Federal law prohibits the release of the social security number.**

The law also prohibits states from releasing personal information for bulk distribution for surveys, marketing, or solicitation unless a signed, notarized consent form from the record holder is submitted with each request. Entities and persons who qualify to receive personal information contained in motor vehicle and marine titling and registration records must apply to receive a Security Access Code Number from the Motor Vehicle Bureau. Exempt entities and persons who qualify must complete, sign, and submit a notarized *Request for Security Access Code* ([Form-4678](#)). If you do not have a security access code and are interested in obtaining one, please request an application by contacting the Department of Revenue as noted below:

E-mail: dlrecords@dor.mo.gov
Fax: (573) 526-7367
Telephone: (573) 526- 3669
Mail: PO Box 2167
Jefferson City, MO 65105-2167
Web: <http://www.dorx.mo.gov/mvdl/motorv/liendeal/>

No Security Access Code will be issued or authorized for bulk distribution or solicitation purposes.

Requests for copies of records from individuals other than owners or lienholders of the unit must be submitted in writing and must be accompanied by the required fee. *Request for Information* ([Form-4803](#)), tells you about each type of record search and what the applicant must submit to obtain the requested information. The form also lists the fees for each record search and explains the payment methods offered by the Motor Vehicle Bureau.

By accessing <http://www.dorx.mo.gov/mvdl/motorv/liendeal/> dealers, lienholders, and other businesses that qualify under the Driver's Privacy Protection Act and are approved by the Department may access the Department's motor vehicle and marine title and lien records online. The online record search will check the Department's title file, lien file, and reject file and provide the most recent record(s) in each file. The cost is \$0.0382 per record. If there is no record on file with the Department, the \$0.0382 is waived. A \$2 office processing fee may apply if purchased at a License Office.

Access <http://www.dorx.mo.gov/mvdl/motorv/liendeal/> today to apply for your online account number and security access code!